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Executive Registry

67-4334

6 September 1967

MEMORANDUM FOR: Executive Director Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 August 1967

1. Cables Processed

A. The combined work units of CIA and non-CIA cables totaled 62,550 items broken down as follows:

CIA IN	20,759
CIA OUT	8,179
Miscellaneous (including Archives 690)	4,888
Non-CIA	<u>28,724</u>
Total Work Units	62,550

B. CIA IN and OUT cables totaled 243,632 for 1 January - 31 August 1967, an increase of 8% over the same period in 1966 (225,046) and 17% more than the base period 1963 (208,411).

C. Non-CIA cables for 1 January - 31 August 1967 totaled 225,176, an increase of 17% over the same period in 1966 (192,779) and 88% more than the base period 1963 (119,714).

D. Work units totaled 509,943 for 1 January - 31 August 1967, which is 11% more than the same period in 1966 (458,334) and 39% more than the base period in 1963 (336,357).

E. 1,229 cables or 2% of all cables processed were forwarded to the Director as compared to 1,376 or 2.5% for July 1967.

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GROUP 1
Excluded from automatic
downgrading and
declassification

2. Personnel

25X1A

A. Last month we gained three persons but lost four persons. This leaves our strength at [REDACTED] making us nine persons short of our new T/O of [REDACTED]

25X1A

25X1A

B. I will be on annual leave from 7 - 29 September 1967. Both [REDACTED] will be present for duty during my planned absence.

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3. General

A. After thorough review and discussion with [REDACTED] we reached the conclusion that in FY 69 we would not be prepared to submit specifications for bid, and therefore, the money requested for FY 69 should be requested instead for FY 70 to provide for use of EDP equipment in the Cable Secretariat.

B. After a years' preparation and study, we rescinded all dissemination SOP's effective 28 August and published new SOP's in a revised format. We have 1,500 requirements and 315 Prescribed and Limited Dissemination SOP's. We disseminate to approximately 170 elements - 70 of which are in OCI. We are studying the possibilities of reducing the number of elements to which we distribute, with our first target being OCI.

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Y Cable Secretary

Noted w/interest. When you return from leave I'd like to chat w/you about things in general and in particular about the increase in volume - 7

13 SEP 1967